

S-E-C-R-E-T

D R A F T

11 December 1970

MEMORANDUM FOR: Director of Basic and Geographic Intelligence

25X1
FROM:

SUBJECT: Establishment of a Management Improvement Program

REFERENCE: Your memo, same subject, dated 1 December 1970

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The following is response to the reference..

Section I - Management Effectiveness Goals

1. Accelerate implementation of the findings of the 1969 NIS User Survey to ensure Program conformity with the changing needs and priorities of the intelligence community.
2. Examine NIS products with a view to consolidating closely related or overlapping content, thereby saving processing and production effort.
3. Increase the efficiency and effectiveness of NIS processing to improve the quality and enhance the usefulness of NIS products.
4. Annually review NIS supplemental distribution to establish more realistic requirements -- and thereby more accurately adjust press runs -- to avoid overprinting.

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Section II - Cost-Reduction Goals

1. Discontinue NIS publications that are essentially departmental in scope and highly restricted in use.

Measurable savings:

25X1 [] - up to 3 manyears

- 25X1 2. Improve the [] system by providing [] with

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magnetic tapes for all nontabular text and eliminate the requirement for proofs.

Measurable savings:

OBGI - 1 manyear

25X1 [] - 4 manyears

25X1 [] - [] annually

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